



**Fiscal Analyst 2**  
**Northwest Region**  
**Recruitment # 2007-01-5470**

**AGENCY MISSION AND CHALLENGE:**

The mission of the Department of Natural Resources (DNR) is to provide professional, forward-looking stewardship of our state lands, natural resources, and environment. DNR provides leadership under the Commissioner of Public Lands, an elected official, in creating a sustainable future for the State Trust Lands.

At the DNR, we envision a future in which our human and natural environment provides abundant and diverse social, ecological, and economic benefits for the people of Washington, in this and all future generations. In acting to ensure the vision, we ensure sustainability.

DNR manages over 5 million acres of state-owned land that includes forest, range, commercial, agricultural and aquatic lands. Since 1970 DNR-managed lands have generated \$6 billion that support public schools, state institutions and county services. These lands also provide public benefits that include fish and wildlife habitat, clean and abundant water and public access to outdoor recreation. The DNR operates with a biennial budget of approximately \$400 million and has over 1300 employees. For more information about the department, see the DNR website at [www.dnr.wa.gov](http://www.dnr.wa.gov)

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| <b>Job Classification:</b>   | Fiscal Analyst 2   |
| <b>Type of Position:</b>     | This is a permanent position. This position is represented by the WPEA. Once appointed to this position the incumbent will be required to pay union dues or other representation fee within the first 30 days of employment. |
| <b>Monthly Salary Range:</b> | \$2774 – \$3540  |
| <b>Benefits Package:</b>     | Health and dental insurance, retirement pension, vacation, sick leave and holidays   |
| <b>Posting Date:</b>         | January 18, 2007   |
| <b>Closing Date:</b>         | February 9, 2007   |
| <b>Location:</b>             | Sedro Woolley, WA  |

**POSITION PROFILE**

This position plans, coordinates and conducts reviews of the fiscal accounting systems and processes in Northwest Region. Position also provides support to the Region Manager and the Assistant region managers in the preparation and review of the region staff month and dollar budgets. The position plays an important role in this region's ability to support the mission of the Business and Operations Assistant Manager to ensure statewide consistency in implementing cost-effective core business and support functions while developing practical solutions to benefit all DNR programs and, therefore, is critical to the agency's mission to provide professional, forward-looking stewardship of our state lands, natural resources, and environment; and to provide leadership in creating a sustainable future for the trusts and all citizens.

**REQUIRED POSITION QUALIFICATIONS**

- Knowledge of accounting rules, regulations, policies, and laws and practices.
- Ability to perform a variety of advanced and complex accounting and financial tasks involved in the accounting for various types transactions.
- Ability to use word processing, spreadsheet and advanced applications of financial management-related software programs such as Microsoft Word and Excel.
- Ability to prepare financial reports and statements. Uses data and information in a clear and rational thought process to assess and understand issues, evaluate options, form accurate conclusions, and make decisions.
- Knowledge of payroll practices and procedures.
- Ability to work independently or as part of a team on assigned tasks.
- Effective math skills.

In addition to content area expertise, this position requires the incumbent/candidate to have the following knowledge and skills in order to perform supervisory tasks described in the essential functions above.

- Employee recruitment, selection, training and development.
- Planning and assigning work, including setting performance standards and expectations.
- Evaluating and documenting performance through feedback, coaching, corrective action and strategies.
- Employee motivation and performance-based recognition.

This level of knowledge and skill is typically achieved with:

A Bachelor's degree in accounting, finance, business administration or a related field and one to three years of supervisory experience in accounting or a related field.

## DESIRED POSITION QUALIFICATIONS

- 18 quarter or 12 semester hours (credits) in accounting, auditing, or budgeting
- One to two years of relevant professional experience.
- Experience in government accounting, preferably dealing with a myriad number of trusts.
- Understands the vision/mission/goals of DNR and take actions that contribute effectively to the organization's business purposes.
- Experience with the state's human resource management system (HRMS).
- Excellent keyboard and ten key skills.

## POSITION REQUIREMENTS AND WORKING CONDITIONS

- Must be at least 18 years of age at the time of hire.
- Must have a valid driver's license and have two years of driving experience.
- Finalist will be asked to furnish a 5 year driving abstract from the state in which they are currently licensed.

## WHO MAY APPLY

This recruitment is open to anyone who meets the required qualifications for this position.

## APPLICATION PROCESS

To be considered for this position please submit:

- A letter of interest describing how your experience and qualifications relate to the job profile and the required and desired position qualifications. Indicate in your letter of interest how you learned of this opportunity.
- A completed application – [www.dnr.wa.gov/jobs/stateapp.doc](http://www.dnr.wa.gov/jobs/stateapp.doc) and a resume.

The first screening will be based on information contained in your letter of interest and your state application.

Submit all materials by the closing date to:

### Electronic method preferred

[Shesha.Zavala@dnr.wa.gov](mailto:Shesha.Zavala@dnr.wa.gov)

### OR other method

Shesha Zavala  
919 N Township St  
Sedro Woolley, WA 98284

### NOTE: Please indicate Fiscal Analyst 2, Recruitment #2007-01-5470 in the subject line of your e-mail.

By submitting the application materials you are indicating that all information is true and correct to the best of your knowledge. You understand that the state may verify information and that untruthful or misleading information is cause for removal from applicant pool or dismissal if employed.

Questions? Please contact Shesha Zavala at 360-854-2880 or e-mail us at [DNRrecruiting@wadnr.gov](mailto:DNRrecruiting@wadnr.gov).

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